

PART	CHAPTER	PAGE	DATE
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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA COUNTIES

Function:

Public Defender

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Felony cases		-	-	10	After final disposition of case
2	Misdemeanor cases		-	-	5	After final disposition of case
3	Juvenile cases		-	-	5	After final disposition of case
4	Juvenile cases prosecuted under Sexual Predator Act (A.R.S. §36-3701 et. seq.)		-	-	10	After final disposition of case
5	Extradition files		-	-	4	After date of closing
6	Mental competency cases		-	-	4	After final disposition of case
7	Appeals		-	-	10	After final disposition of case
						Supersedes Schedule Dated: March 11, 1999

Approved by:

X

Shirley L. McCall
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001